

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: PROGRAM SPECIALIST I -
Specialist Support

SALARY GROUP: B17

DEPARTMENT: Parole Division

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CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

APPROVED BY: Stuart Jenkins DATE: 04/06/2015

POSITION #: 051227

I. JOB SUMMARY

Performs routine consultative services and technical assistance work. Work involves assisting in planning, developing, and implementing an agency program and providing consultative services and technical assistance to program staff, governmental agencies, community organizations, and the public; and training others. Works under moderate supervision with limited latitude for the use of initiative and independent judgment.

II. ESSENTIAL FUNCTIONS

- A. Participates in program planning, development, and implementation; assists in developing policy and procedure manuals; assists in preparing informational materials and curricula for presentation; and assists in preparing justifications for the implementation of policy and procedural changes.
 - B. Assists in collecting, compiling, and reviewing statistical data; assists in the preparation of administrative and statistical reports, studies, and special research projects; and creates and maintains a database for tracking offender program statistical information.
 - C. Monitors and assists in reviewing activities, operations, and programs to ensure compliance with audit action plans, policies, procedures, and contract provisions; works with program staff in determining trends and resolving technical problems; and assists in recommending activities to produce a more effective program.
 - D. Provides liaison to other agency staff and the public; provides training to parole staff; and assists in providing technical assistance in the program area.
 - E. Performs criminal information searches and retrieval using Texas Department of Public Safety criminal history system access.
- * Performs a variety of marginal duties not listed, to be determined and assigned as needed.

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III. MINIMUM QUALIFICATIONS

A. Education, Experience, and Training

1. Bachelor's degree from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) or by the United States Department of Education (USDE). Major course work in Criminal Justice, Counseling, Social Work, Psychology, Sociology, Education, or a related field preferred. Each year of experience as described below in excess of the required four years may be substituted for thirty semester hours from an accredited college or university on a year-for-year basis.
2. Four years full-time, wage-earning parole process, parole officer, case processing, case management, probation officer, or community supervision experience.
3. Experience in the use of Microsoft Office Suite or equivalent to include word processing, spreadsheet, database, or presentation software programs preferred.

Must have or be able to obtain a certificate of course completion for the Texas Law Enforcement Telecommunications System (TLETS) policy and procedures training from the Texas Department of Public Safety within six months of employment date.

Must meet and maintain TLETS access eligibility for continued employment in position.
For details see: <http://www.tdcj.texas.gov/divisions/hr/hr-home/tletseligibility.html>

B. Knowledge and Skills

1. Knowledge of the principles and practices of program administration and management.
2. Knowledge of applicable state and federal laws, rules, regulations, and statutes.
3. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
4. Skill to communicate ideas and instructions clearly and concisely.
5. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
6. Skill to interpret and apply rules, regulations, policies, and procedures.
7. Skill in administrative problem-solving techniques.

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8. Skill in the use of computers and related equipment in a stand-alone or local area network environment.
9. Skill to evaluate program activities.
10. Skill to review technical data and prepare technical reports.
11. Skill to develop and evaluate program policies and procedures.
12. Skill to prepare and maintain accurate records, files, and reports.
13. Skill in the use of Microsoft Office Suite or equivalent to include word processing, spreadsheet, database, or presentation software programs.
14. Skill to train others.

IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION

- A. Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry under 15 lbs., perceive depth, operate a motor vehicle, and operate motor equipment.
- B. Conditions include working inside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, typewriter, calculator, copier, fax machine, telephone, and automobile.